

12.7	SCHEDULE OF PROPOSED DATES FOR MEETINGS OF COUNCIL, MAYORAL COMMITTEE, STANDING COMMITTEES AND OTHER COMMITTEES OF COUNCIL FOR THE 2025 CALENDAR YEAR
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 30 October 2024

1. SUBJECT: SCHEDULE OF PROPOSED DATES FOR MEETINGS OF COUNCIL, EXECUTIVE MAYORAL COMMITTEE, SECTION 80 COMMITTEES, SECTION 79 COMMITTEES AND OTHER COMMITTEES OF COUNCIL FOR THE 2025 CALENDAR YEAR

2. PURPOSE

To inform Council of the schedule of proposed dates for meetings of Council, Mayoral Committee, Standing Committees and other Committees of Council for the 2025 calendar year.

3. DELEGATED AUTHORITY

The Speaker determines the dates of Municipal Council meetings. Dates for other meetings are determined by the Speaker in consultation with the various chairpersons of the meetings. The Executive Mayor may determine dates for the Mayoral Committee.

4. EXECUTIVE SUMMARY

An annual schedule of proposed dates for meetings is compiled in the interest of good governance. Besides complying with legislated requirements, a schedule of proposed dates of meetings enables councillors to plan their events, engagements and community activities.

Section 19 of the Local Government: Municipal Systems Act, 32 of 2000, stipulates that:

“The municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every -

(a) ordinary meeting of the council; and

(b) special or urgent meeting of the council, except when time constraints make this impossible.”

In line with legislated requirements, the publishing of such a schedule of proposed dates for meetings in the media and on the municipal website, seeks to foster a healthy culture of public involvement and participation in Council affairs.

5. RECOMMENDATIONS

(a) that the schedule with the proposed dates for Council meetings, Executive Mayoral Committee meetings, Section 79 and 80 committees and other committees for the 2025 calendar year (attached as **APPENDIX 1**), be noted;

(b) that Council determines that the notice to the public of the time, date and venue of said meetings, as provided for in Section 19 of the Local Government: Municipal Systems Act, 32 of 2000, must be given on the Municipal website and in a newspaper that circulates in whole of the WC024; and

- (c) that it be noted that the Speaker, as provided for in the Standing Rules of Order By-Law and the Systems Act, determines the dates of Council meetings and may call urgent- or special Council meetings over and above the proposed scheduled meetings and may vary dates in the schedule if and when needed.

6. DISCUSSION / CONTENT

6.1 Background

A municipality is required to enable the local community to participate in the affairs of the municipality. Sections 17 and 20 of the Local Government: Municipal Systems Act, 32 of 2000, refer to meetings of the municipal council and those of its committees as mechanisms that are open to the public to enable community participation.

As stipulated in Section 19 of the Local Government: Municipal Systems Act, 32 of 2000, *"the municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every -*

- (a) *ordinary meeting of the council; and*
- (b) *special or urgent meeting of the council, except when time constraints make this impossible."*

In line herewith, it is prudent to publish the entire year's schedule of meetings in order to facilitate effective planning and to foster community participation.

6.2 Discussion

The typical pattern used for setting up the monthly cycle of meeting dates is as follows: the Mayoral Committee meeting is on the second Wednesday of the month, and Council meets on the fourth Wednesday of the month. Section 79 and 80 committee meetings are also scheduled monthly as required.

Section 80 committees are established to assist the Executive Mayor in the daily performance and exercise of statutory and delegated functions and powers; therefore, the Section 80 committees will only meet after a referral has been made by the Executive Mayor to the relevant member of the Mayoral Committee for advice on the matter. Meeting dates are provisionally scheduled each month for all of the Section 80 committees although these may not necessarily convene on those dates or at all.

The schedule of proposed dates for meetings, attached as **APPENDIX 1**, indicates the proposed meeting dates and times of Council, the Executive Mayoral Committee, Section 79 and 80 committees, and other Committees of Council. The bi-annual periods that Council will be in recess are also indicated on the schedule.

Notwithstanding the schedule of proposed dates for Council meetings, the Speaker may exercise the prerogative, as provided for in Rule 5 of the Standing Rules and Order By-Law, to also call urgent- or special Council meetings as and when required, which are not reflected in the schedule.

6.3 Financial Implications

Meetings are currently held on the virtual MS Teams platform or in person as determined by the Speaker. Refreshments are only arranged for meetings that will run for more than 5 hours as per the cost containment regulations.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation, notably the Local Government: Municipal Systems Act; and the Stellenbosch Municipality Rules and Order By-Law.

This item does not require public participation.

6.5 Staff Implications

This item has no additional staff implications for the municipality.

6.6 Previous / Relevant Council Resolutions

The Stellenbosch Council ordinarily approves the ensuing year's meeting schedule by November of each year.

6.7 Risk Implications

Risks are addressed through the content of the item.

6.8 Comments from Senior Management**6.8.1 Municipal Manager**

The item and recommendations are supported.

ANNEXURE:

Appendix 1: Schedule of proposed dates for Council & Committee Meetings for 2025

NAME	<i>Annalene De Beer</i>
POSITION	<i>Director: Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8018</i>
E-MAIL ADDRESS	<i>Annalene.DeBeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>18 October 2024</i>

APPENDIX 1



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SCHEDULE OF PROPOSED DATES FOR COUNCIL & COMMITTEE MEETINGS FOR 2025

COUNCIL RECESS: [DATES TO BE FINALISED BY THE SPEAKER]

DATE	DAY	MEETING	TIME
JANUARY			
22 January	Wednesday	Mayoral Committee	10:00
27 January	Monday	Local Labour Forum (LLF)	14:00
29 January	Wednesday	COUNCIL <i>Adjustments Budget; Section 52 Budget Report; Section/s 71 and 72 reporting; Draft Annual Report</i>	10:00
FEBRUARY			
04 February	Tuesday	Planning, Local Economic Development & Tourism	14:00
04 February	Tuesday	Corporate Services	15:00
05 February	Wednesday	Human Settlements	10:00
05 February	Wednesday	Protection Services	12:00
05 February	Wednesday	Rural Management & Environment	14:00
05 February	Wednesday	Parks & Open Spaces	15:00
06 February	Thursday	Sport, Youth & Culture	10:00
06 February	Thursday	Infrastructure Services	12:00
06 February	Thursday	Community Services	14:00
06 February	Thursday	Financial Services	15:00
12 February	Wednesday	Mayoral Committee	10:00
13 February	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
24 February	Monday	Local Labour Forum (LLF)	14:00
26 February	Wednesday	COUNCIL	10:00
MARCH			
04 March	Tuesday	Planning, Local Economic Development & Tourism	14:00
04 March	Tuesday	Corporate Services	15:00

DATE	DAY	MEETING	TIME
05 March	Wednesday	Human Settlements	10:00
05 March	Wednesday	Protection Services	12:00
05 March	Wednesday	Rural Management & Environment	14:00
05 March	Wednesday	Parks & Open Spaces	15:00
06 March	Thursday	Sport, Youth & Culture	10:00
06 March	Thursday	Infrastructure Services	12:00
06 March	Thursday	Community Services	14:00
06 March	Thursday	Financial Services	15:00
12 March	Wednesday	Mayoral Committee	10:00
13 March	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
THURSDAY 21 MARCH: HUMAN RIGHTS DAY			
26 March	Wednesday	COUNCIL	10:00
31 March	Monday	Local Labour Forum (LLF)	14:00
APRIL			
01 April	Tuesday	Planning, Local Economic Development & Tourism	14:00
01 April	Tuesday	Corporate Services	15:00
02 April	Wednesday	Human Settlements	10:00
02 April	Wednesday	Protection Services	12:00
02 April	Wednesday	Rural Management & Environment	14:00
02 April	Wednesday	Parks & Open Spaces	15:00
03 April	Thursday	Sport, Youth & Culture	10:00
03 April	Thursday	Infrastructure Services	12:00
03 April	Thursday	Community Services	14:00
03 April	Thursday	Financial Services	15:00
16 April	Wednesday	Mayoral Committee	
17 April	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
FRIDAY 18 APRIL: GOOD FRIDAY // MONDAY 21 APRIL: FAMILY DAY			
MONDAY 28 APRIL: FREEDOM DAY			
29 April	Tuesday	Local Labour Forum (LLF)	14:00
30 April	Wednesday	COUNCIL	

DATE	DAY	MEETING	TIME
MAY			
WEDNESDAY 1 MAY: WORKER'S DAY			
06 May	Tuesday	Planning, Local Economic Development & Tourism	14:00
06 May	Tuesday	Corporate Services	15:00
07 May	Wednesday	Human Settlements	10:00
07 May	Wednesday	Protection Services	12:00
07 May	Wednesday	Rural Management & Environment	14:00
07 May	Wednesday	Parks & Open Spaces	15:00
08 May	Thursday	Sport, Youth & Culture	10:00
08 May	Thursday	Infrastructure Services	12:00
08 May	Thursday	Community Services	14:00
08 May	Thursday	Financial Services	15:00
14 May	Wednesday	Mayoral Committee	10:00
15 May	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
26 May	Monday	Local Labour Forum (LLF)	14:00
28 May	Wednesday	COUNCIL	10:00
JUNE			
03 June	Tuesday	Planning, Local Economic Development & Tourism	14:00
03 June	Tuesday	Corporate Services	15:00
04 June	Wednesday	Human Settlements	10:00
04 June	Wednesday	Protection Services	12:00
04 June	Wednesday	Rural Management & Environment	14:00
04 June	Wednesday	Parks & Open Spaces	15:00
05 June	Thursday	Sport, Youth & Culture	10:00
05 June	Thursday	Infrastructure Services	12:00
05 June	Thursday	Community Services	14:00
05 June	Thursday	Financial Services	15:00
SUNDAY 16 JUNE: YOUTH DAY // MONDAY 17 JUNE PUBLIC HOLIDAY			
18 June	Wednesday	Mayoral Committee	10:00
19 June	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
30 June	Monday	Local Labour Forum (LLF)	14:00

DATE	DAY	MEETING	TIME
COUNCIL RECESS: [DATES TO BE CONFIRMED BY SPEAKER]			
JULY			
23 July	Wednesday	Mayoral Committee	10:00
24 July	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
28 July	Monday	Local Labour Forum (LLF)	14:00
30 July	Wednesday	COUNCIL Sec 52 Report on implementation of budget	10:00
AUGUST			
05 August	Tuesday	Planning, Local Economic Development & Tourism	14:00
05 August	Tuesday	Corporate Services	15:00
06 August	Wednesday	Human Settlements	10:00
06 August	Wednesday	Protection Services	12:00
06 August	Wednesday	Rural Management & Environment	14:00
06 August	Wednesday	Parks & Open Spaces	15:00
07 August	Thursday	Sport, Youth & Culture	10:00
07 August	Thursday	Infrastructure Services	12:00
07 August	Thursday	Community Services	14:00
07 August	Thursday	Financial Services	15:00
13 August	Wednesday	Mayoral Committee	10:00
14 August	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
25 August	Monday	Local Labour Forum (LLF)	14:00
27 August	Wednesday	COUNCIL <i>Adjustments/Roll-over Budget and Budget/IDP time schedule (Process Plan)</i>	10:00
SEPTEMBER			
02 September	Tuesday	Planning, Local Economic Development & Tourism	14:00
02 September	Tuesday	Corporate Services	15:00
03 September	Wednesday	Human Settlements	10:00
03 September	Wednesday	Protection Services	12:00
03 September	Wednesday	Rural Management & Environment	14:00
03 September	Wednesday	Parks & Open Spaces	15:00
04 September	Thursday	Sport, Youth & Culture	10:00
04 September	Thursday	Infrastructure Services	12:00

DATE	DAY	MEETING	TIME
04 September	Thursday	Community Services	14:00
04 September	Thursday	Financial Services	15:00
17 September	Wednesday	Mayoral Committee	10:00
18 September	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
WEDNESDAY 24 SEPTEMBER: HERITAGE DAY			
29 September	Monday	Local Labour Forum (LLF)	14:00
OCTOBER			
01 October	Wednesday	Human Settlements	10:00
01 October	Wednesday	Protection Services	12:00
01 October	Wednesday	Rural Management	14:00
01 October	Wednesday	Parks, Open Spaces and Environment	15:00
02 October	Thursday	Sport, Youth & Culture	10:00
02 October	Thursday	Infrastructure Services	12:00
02 October	Thursday	Community Services	14:00
02 October	Thursday	Financial Services	15:00
07 October	Tuesday	Planning, Local Economic Development & Tourism	14:00
07 October	Tuesday	Corporate Services	15:00
15 October	Wednesday	Mayoral Committee	10:00
16 October	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
27 October	Monday	Local Labour Forum (LLF)	14:00
29 October	Wednesday	COUNCIL <i>Quarterly report: (Section 52) implementation</i>	10:00
NOVEMBER			
04 November	Tuesday	Planning, Local Economic Development & Tourism	14:00
04 November	Tuesday	Corporate Services	15:00
05 November	Wednesday	Human Settlements	10:00
05 November	Wednesday	Protection Services	12:00
05 November	Wednesday	Rural Management & Environment	14:00
05 November	Wednesday	Parks & Open Spaces	15:00
06 November	Thursday	Sport, Youth & Culture	10:00
06 November	Thursday	Infrastructure Services	12:00

DATE	DAY	MEETING	TIME
06 November	Thursday	Community Services	14:00
06 November	Thursday	Financial Services	15:00
12 November	Wednesday	Mayoral Committee	10:00
13 November	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
24 November	Monday	Local Labour Forum (LLF)	14:00
26 November	Wednesday	COUNCIL	10:00
DECEMBER			
[COUNCIL RECESS DATES TO BE FINALISED BY THE SPEAKER]			